Iowa Department of Natural Resources
Hunter Education Program

Volunteer Time and Mileage Tracking Sheet

Every volunteer instructor is asked to complete this form for Hunter Education classes.

Please select the program for which these hours were completed: _____ Classroom _____ Field Day
(Please use a separate form for each program)

Instructor Printed Name: _____

Address:_____

City, State, Zip code:_____   HE District _____

 E-mail Address:_____   Phone Number
_____
Class Date(s): _____   Class Location:
_____

Enter hours for each date in the following categories. The categories are explained below.

Date	Class Preparation	Travel Time	Teaching Hours	Range/Field Exercise	Clerical Hours	Total hours/day	Miles Traveled
Totals							

Enter hours to the nearest <u>quarter</u> hour (Example: 2.0 = 2 hours; 2.75 = 2 hours & 45 minutes)

The following is the description of categories for recording hours in the above table.

      CLASS PREPARATION: Organizing class, contacting instructors, paperwork, student registration,
      pick-up/return of supplies. Writing lesson plans, making teaching aids. Includes set up and tear town.

      TRAVEL TIME: Time spent traveling to classes, workshops, district office or meetings.

      TEACHING HOURS: Time spent in actual class situation.

      RANGE/FIELD EXERCISES: Time spent on range or in field exercises with students.

      CLERICAL HOURS: Time spent on required class paperwork and documentation.

      TOTAL HOURS/DAY: Total of all hours (including travel time) for each date.

By signing and dating below, the volunteer instructor working the hours as well as the Hunter Education
Administrator's signature verifies that the hours and mileage recorded on this form were performed as a volunteer for
the Hunter Education Program as indicated at the top of this form. The signatures further verify that the volunteer
instructor is **NOT** an employee of the Iowa Department of Natural Resources.

Volunteer Instructor Signature _____Date signed: _____

Hunter Education Administrator Signature _____Date signed: _____
Megan J. Wisecup